

# Alabama



Entered the Union	1819
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**Population (est. 1994):**  
4,219,000      Rank: 22/50


**Land Area (square miles):**  
50,750 Rank: 28/50


**State Historical Records Coordinator:**


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**Deputy Coordinator:**

Alice Knierim, Assistant Director for Field Services, ADAH

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<p><b>State Archives Established:</b> 1901</p> <p><b>State Records Management Initiated:</b> 1955</p> <p><b>Archives &amp; Records Management Placement</b> (joint program): Department of Archives and History (independent agency)</p>	<p><b>Total State Govt Expenditures (1993):</b> \$9,339,796,000 Rank: 24/50</p> <p><b>Total Budget, Archives and Records Management (FY 1994):</b> \$3,284,848 See "Notes" section, below, for program elements included in budget and FTEs.</p> <p><b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.035% Rank 4/43</p> <p>ADAH funding has been relatively stable over last 2 years.</p>

STAFFING					
<b>State Government FTEs (1992):</b>			<b>Number of Archives/Records FTEs per 1000 State FTEs:</b>		
81,101		Rank: 18/50	0.60		Rank 16/43
<b>Archives &amp; Records FTEs (1994):</b>			<b>Average earnings for all full-time state employees</b>		
Total	49	Rank: 16/43	(Oct. 1992):		\$26,916 per year
Archives	44		<b>Salary ranges for entry level professionals</b>		
Records Mgt	0		Archivist I		\$20,152-30,635
Other	5				

HOLDINGS							
<b>State Archives</b>				<b>Records Center</b>			
Paper records	Government	26,724.5	cu. ft.	Paper records	Government	29,763	cu. ft.
	Nongovernment	5,270	cu. ft.				
Microfilm (total no of rolls)		42,632	rolls				
Photographs		60,000	items				
Films, videos, audio tapes		1,000	items				
Maps, blueprints, drawings		900	cu. ft.				
Artifacts		500,000	items				
Newspapers		18,000	vols.				

ACCESS TO RECORDS IN STATE ARCHIVES				
<b>Reference services provided (FY 1994)</b>		<b>Arrangement and description activities (FY 1994)</b>		
Individual daily visits	14,320	Records arranged and described	2,499.5 cu. ft.	
Mail requests	4,184		(133 series)	
Telephone requests	5,778			
Reference activity was relatively stable over last 2 years.		<b>Descriptions of holdings are provided through:</b>		
<b>Services provided free of charge:</b>		Networks:	RLIN	
Use of reference room			OCLC (for U.S. Newspaper Project)	
Answers to in-state mail requests		WWW	<a href="http://www.asc.edu/archives/agis.html/">http://www.asc.edu/archives/agis.html/</a>	
Commercial use of documents/photos	cont.	home page	(current resources described below under "Information Policy"; reference services will be added in the future)	
				cont.

## ACCESS TO RECORDS IN STATE ARCHIVES



**Reference services Services provided for a fee:**  
 Answers to out-of-state mail requests  
 Photocopies and faxes of documents or finding aids  
 No new fees have been instituted in last 2 years.

**Descriptions of holdings, cont.**

**Nonelectronic finding aids** available at ADAH (e.g., typescript inventories and registers, card catalogs) describe 70% of the holdings at the series level.

**Automated finding aids** accessible remotely (national databases) describe 70% of the holdings at the series level.

## FACILITIES

**State Archives Building**

(leased from Alabama Building Renovation Finance Authority)

Constructed: 1940 Renovated: 1977

Total storage capacity: 35,000 cu. ft.

Percent now occupied: 91.4%

Shelving ordered for additional storage. Additional space rented for microfilm storage.

Existing environmental controls (NFPA standards):

100% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 <1% fire suppression

**State Records Center**

(rented by Department of Archives and History)

Constructed: ca. 1910 Renovated: 1988

Total storage capacity: 31,334 cu. ft.

Percent now occupied: 97%

Will be full within 5 years  
 Limited shelving expansion planned.

Existing environmental controls (NFPA standards):

0% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

## SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

**Technical assistance provided by ADAH (FY 1994):**

No. completed 560 (state agencies)  
 1,564 (local govts.)  
 unknown (nongovt repositories)

No. of agencies served 40 (state agencies)  
 120 (local govts.)  
 34 (nongovt repositories)

**No. of local government units (1992):**

67 counties  
 131 school districts  
 438 municipalities

**Service to state agencies and local governments:**

Training  
 Publications  
 Conservation/preservation services  
 Micrographics services  
 Consultation/advice on recordkeeping requirements, records appraisal, and access

A two-year local government regrant project, funded by NHPRC, will be completed in April 1996 (see "Special Projects," below).

State Archives may accept original records from local governments as a repository of last resort.

## MICROGRAPHICS

**Microfilming activities (FY 1994)**

Source document microfilming 230,544 images  
 Processing 2,164 rolls  
 Duplicating 6,393

Department of Archives and History (ADAH) provides limited micrographics services (processing, duplication, storage) for state and local government agencies. ADAH certifies micrographics laboratories.

Redox blemishes have been discovered on some microfilm stored in security vault.

## PRESERVATION POLICIES AND SERVICES




**Preservation activities (FY 1994)**

Sheets encapsulated 262  
 Volumes repaired 309  
 Materials rehoused 1,323 items, 654.1 cu. ft.

ADAH has an agency preservation officer but does not employ a trained, full-time conservator. No conservation treatment services are offered to state and local governments, although some services are provided to outside organizations or individuals.

ADAH does not have an agency preservation plan or a written disaster plan.

No statewide preservation plan is in place and no disaster response team exists.

AUTOMATED APPLICATIONS 											
<p><b>ADAH uses automation applications for the following:</b></p> <table> <tr> <td>Finding aids</td><td>Word Perfect, RLIN, UNISYS Ofiswriter</td></tr> <tr> <td>Records scheduling</td><td>Word Perfect, UNISYS Ofiswriter</td></tr> <tr> <td>Correspondence</td><td>Word Perfect</td></tr> <tr> <td>Bookkeeping</td><td>State software system</td></tr> <tr> <td>Publications</td><td>Macintosh Pagemaker, Word Perfect, Geoworks</td></tr> </table>	Finding aids	Word Perfect, RLIN, UNISYS Ofiswriter	Records scheduling	Word Perfect, UNISYS Ofiswriter	Correspondence	Word Perfect	Bookkeeping	State software system	Publications	Macintosh Pagemaker, Word Perfect, Geoworks	<p><b>Electronic Mail</b></p> <p>ADAH staff can communicate within the agency, with other agencies in state government, and with outsiders via the Internet through a government-wide system.</p> <p>NASIRE reports that e-mail is available for state agency use.</p>
Finding aids	Word Perfect, RLIN, UNISYS Ofiswriter										
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ELECTRONIC RECORDS 											
<p>ADAH has surveyed and scheduled disposition for electronic records, but does not have a separate electronic records management program in place.</p> <p>The State Records Commission and Local Government Records Commission issued a revised policy and guidelines for the use of digital imaging technologies for long-term records in October 1994.</p> <p>ADAH has not accessioned and does not provide security storage for electronic records.</p>	<p>The Department has taken a lead among state agencies in its concern for the maintenance of electronic records. ADAH has worked as a member of the NAGARA study on the Food Stamp Program. The ADAH Government Records Division also completed an appraisal of information systems in the Department of Postsecondary Education in 1993.</p> <p>ADAH Government Records Division staff participate actively in work of the Data Systems Management Division's Advisory Committee.</p>										
RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES 											
<p><b>Definition of a record</b> 1945 law. Includes electronic records (not expressly in statute but within the scope of the definition as determined in a circuit court decision, August 1993, as well as various opinions of the Attorney General).</p> <p><b>Public's right to access</b> to government records provided in 1983 statute.</p> <p><b>Restrictions on specific classes of records.</b> Restrictions vary with agencies and specific legal requirements.</p> <p><b>Permanent paper standards</b> None</p> <p><b>Optical imaging standards</b> 1994 guidelines</p>	<p><b>Admissibility of microfilm</b> 1955 statute</p> <p><b>Admissibility of optical images</b> Not expressly provided for in statute but generally allowed under rules of evidence and current practices.</p> <p><b>Admissibility of electronic records</b> Not expressly provided for in statute but generally allowed under rules of evidence and current practices.</p> <p><b>Theft/defacement of a public record</b> 1977 statute</p> <p><b>Replevin</b> None</p> <p>Several agencies interested in records issues are working on possible updates to the state's records laws.</p>										
INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES											
<p><b>Information Resources Management</b> Assigned to Finance Department ADAH is active in the state's IRM work.</p> <p>The state has not pursued a broad state information management strategy.</p> <p><b>Government Information Locator Service</b> Under development</p> <p><b>Electronic Access to Government Information and Services</b> NASIRE reports that the state is providing means for employers to supply information and data electronically. ADAH reports that there are limited efforts in a limited number of agencies</p> <p>A major ADAH initiative is the <b>Alabama Government Information Service (AGIS)</b>. The Department's initial Internet project, AGIS involves providing Alabama's "Blue Book" or Official and Statistical Register information over the Alabama Supercomputer Network's World Wide Web server. This information includes a brief historical sketch of the state; county histories;</p>	<p><b>Electronic Access, cont.</b></p> <p>information about the state name, state capitals, the governor's mansion and state emblems and symbols; biographical sketches of Alabama's governors; links to information about the state's U.S. congressmen; lists of constitutional officers; state agencies and contact information; and statistical information. The staff of the Archives plans to expand the information available online to include reference services, finding aids of department holdings, historical materials, tour information and registration, publications, and educational materials.</p> <p>Alabama Government Information Service (ADAH home page) <a href="http://www.asc.edu/archives/agis.html/">http://www.asc.edu/archives/agis.html/</a></p>										

## SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



### Local Government Regrant Program

A two-year local government regrant project, funded by \$300,000 from NHPRC and \$100,000 in appropriations by the Alabama legislature, has been extended through April 1996 to establish an Archives Institute and offer training workshops to local government officials. The awards, ranging from \$1,234 to \$23,523 have gone to a total of 46 projects including records management implementation programs (with microfilming or digital imaging), archival consultants, microfilming projects, records inventories, arrangement and description projects, storage improvement, and preservation of deteriorated microfilm.

### Mid-20th Century Records Processing Grant Project

The National Endowment for the Humanities has awarded \$134,000 to ADAH to process both government records series and private manuscript collections. The collections involved cover the period from the 1954 Supreme Court decision, *Brown v. Board of Education*, to the end of Gov. George Wallace's third term in office in 1979. The 2-1/2 year project is scheduled for completion in May 1996.

### Renovation of Archives Building

The Archives building has received "an extensive face lift" to improve the building's appearance and provide a better environment for the collections. Contractors are coating the exterior with a paint-type elastomeric coating, repairing exterior walls, and repainting doors and windows. Funded by the State Finance Department, the project is part of a phased effort to control moisture problems in the building.

### Audio-Cassette Tour of Archives Available

ADAH has produced a 30-minute tape orientation for visitors providing information on museum galleries and key artifacts. It was funded by an anonymous gift from a long-time supporter of the Friends of the Alabama Archives.

### Pictorial History of Alabama Planned

The Friends of the Alabama Archives, in cooperation with ADAH staff, has undertaken preparation of an "attractive, educational, and entertaining pictorial history of the State of Alabama" which will be published in November 1995.

### Alabama Government Information System (AGIS)

See "Information Policy," above.

## SHRAB ACTIVITIES



The Alabama SHRAB was very active in reviewing applications for the local government regrant project, and will also be involved with the archival institute which will wind up the grant.

## FOR FURTHER INFORMATION



### State Archives and Records Management

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## Notes

### Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Alabama budget and personnel figures also cover

- service to local governments
- limited records preservation
- educational programming
- limited preservation microfilming
- records center
- state museum

The ADAH also must pay space charges for main and auxiliary archives and records center facilities out of its budget.

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHRC report: Alice Knierim, Assistant Director for Field Services, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130-0100. Telephone: (334) 242-4437, ext. 249. Fax: (334) 240-3433; Internet: [aknierim@dsmd.dsmd.state.al.us](mailto:aknierim@dsmd.dsmd.state.al.us).

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data: U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992. Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn. of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.

IRM budget: NASIRE, *State Information Resource Management Organizational Structures*, 1994 NASIRE Biennial Report.